

**Family and Consumer Sciences  
Calendar of Events  
School Year 2006-2007**

**Monthly Events**

- ☐ Grades and progress reports as needed
- ☐ Parental contacts as needed
- ☐ Record mastery of course competencies
- ☐ Hold monthly FCCLA chapter officer and membership meetings
- ☐ Complete FCCLA activities as planned
- ☐ Collect FCCLA dues as they are submitted
- ☐ Monthly public relations activities (display case, bulletin boards, news articles, website updates, etc.)
- ☐ Contact with mentor as needed
- ☐ Check Missouri web sites ([www.dese.gov.mo.us/divcareered](http://www.dese.gov.mo.us/divcareered) - general DESE info, FACS and FCCLA pages) for updates
- ☐ Check national FCCLA web site [www.fcclainc.org](http://www.fcclainc.org) for updates

**August 2006**

- ☐ Hold FCCLA Chapter Officers Planning Meeting (develop chapter program of work, fundraising strategies, special events, etc.)
- ☐ Attend Regional FCCLA Planning Meeting (*if held this month*)
- ☐ Elect classroom FCCLA officers/representatives
- ☐ Read fall mailing from state FCCLA office and membership mailing from national FCCLA headquarters
- ☐ Begin FCCLA membership recruitment campaign
- ☐ Career-focused programs complete appropriate training agreements
- ☐ Meet with student employers; plan supervision activities
- ☐ Organize classroom files (curriculum, FCCLA, budget, equipment, etc.)
- ☐ Subscribe to MO-FACS e-mail listserv through DESE/FACS web site
- ☐ Contact and meet with FACS Advisory Committee
- ☐ Obtain personnel directories complete with names and phone numbers, take a copy home and one for your school office
- ☐ Become familiar with all areas of school and personnel (counselors, food service, LMC, technology, etc.)
- ☐ Learn about other school organizations and meet those advisors
- ☐ Become familiar with school and/or staff handbook policies and procedures
- ☐ Develop classroom and lab policies/procedures for program
- ☐ Determine department budget, use of commodities, and purchasing policies with administration
- ☐ Incorporate all program activity dates on the school's master calendar
- ☐ Coordinate planned absences (meetings, conferences, etc.) with administration
- ☐ Develop a plan for the first few weeks of instruction
- ☐ Review school policies for transportation and supervision of field trips, FCCLA events and other out-of-school activities (including substitute arrangements)

**September 2006**

- ☐ Register for fall FACS regional in-service conferences (*if held*)
- ☐ Submit "Access FCCLA" Conference forms (*postmarked September 22*)
- ☐ Attend fall mentor/protégé meeting (*September 19 & 20, Jefferson City*)
- ☐ Register teams for LifeSmarts online competitions
- ☐ Register to attend ACTE Convention (*November 30 – December 2, Atlanta, GA*)

## October 2006

- ❑ Download Fall 2006 “News in Family and Consumer Sciences” newsletter from DESE website (*October 15*)
- ❑ Attend “Access FCCLA” conferences (*October 29-30, Osage Beach*)
- ❑ Attend Mentor/Protégé Meeting, Osage Beach (*October 30, Osage Beach*)
- ❑ Attend Regional FCCLA Meeting (*if held this month*)
- ❑ FCCLA Cluster Meeting registration and housing forms due to national headquarters
- ❑ Collect FCCLA dues; complete 1<sup>st</sup> affiliation form and roster; obtain check through district payment process (purchase orders not accepted)

## November 2006

- ❑ 1<sup>st</sup> FCCLA affiliation deadline; forms to state FCCLA office (*November 1 postmark deadline*)
- ❑ Attend National FCCLA Cluster Meeting (optional attendance) of choice (*St. Louis, November 17-19*)
- ❑ FCCLA Honorary Membership and Distinguished Service award applications due to state office (*November 15 postmark deadline*)
- ❑ Begin planning FCCLA STAR Events projects
- ❑ Attend Regional FCCLA Meeting (*if held this month*)
- ❑ Review resources available from Resources MCEE ([missouricareereducation.org](http://missouricareereducation.org))

## December 2006

- ❑ 2006 ACTE Convention and Career Tech Expo (*November 30 – December 2, Atlanta, GA*)
- ❑ 2<sup>nd</sup> FCCLA affiliation deadline for eligibility of regional, state and national STAR Events and officer candidates (*December 20 postmark deadline*)
- ❑ Written application requests for Japanese Exchange Program (*December 1 postmark deadline*)
- ❑ Submit regional officer candidate applications per regional deadlines
- ❑ Submit regional STAR Events entry forms per regional deadlines
- ❑ Career-focused programs complete supervisory visits
- ❑ Check mid-year budget
- ❑ Determine equipment and instructional resource needs for next school year
- ❑ Career focused teachers identify 180-day follow up procedures per local policies
- ❑ Meet with administrator/counselor to determine course offerings for 2006-2007

## January 2007

- ❑ State FCCLA Leadership conference mailing published
- ❑ Make hotel reservations for FCCLA State Leadership Conference
- ❑ FCCLA Legislative Shadowing Project applications due (*January 15*)
- ❑ Plan FCCLA week activities and order promotional materials if needed; plan 2007-2008 FACS recruitment
- ❑ Conduct second semester FCCLA membership recruitment campaign
- ❑ Send voting delegates and candidates to FCCLA regional officer elections (*if held this month*)
- ❑ Participate in regional FCCLA STAR Events (*as participants, evaluators or consultants, if held this month*)
- ❑ Prepare semester grades
- ❑ Download Winter 2007 “News” from DESE Website (*January 15*)

## February 2007

- ❑ Celebrate FCCLA Week and promote 2007-2008 FACS enrollment (*February 11-17*)
- ❑ Send voting delegates and candidates to FCCLA regional officer elections (*if held*)
- ❑ Participate in regional FCCLA STAR Events (*as participants, evaluators, or consultants, if held*)
- ❑ Missouri FCCLA Scholarship applications due (*February 15 postmark deadline*)
- ❑ Plan appreciation/recognition of employers, job shadowing partners, advisory committee, and other program supporters
- ❑ Life Smarts State Finals (*February 28, Jefferson City*)
- ❑ FCCLA Legislative Shadowing Project (*February 27-28, Jefferson City*)

### **March 2007**

- ❑ ACTE National Policy Seminar (*March 5 – 7, Washington, DC*)
- ❑ Reserve hotel room for MoACTE and MoEFACS Summer In-service Conference (*do as soon as possible after forms are published on the FCS Website*)
- ❑ 3<sup>rd</sup> FCCLA affiliation deadline for eligibility to attend State Leadership Conference (*March 1 postmark deadline*)
- ❑ FCCLA State Leadership Conference registrations due MU Conference Office (*March 1 postmark deadline*)
- ❑ Complete applications for FCCLA program and recognition awards - see complete list of application on the Missouri DESE – FCCLA web site (*March 1 postmark deadline*)
- ❑ Attend Regional FCCLA Installation Events (*if held this month*)
- ❑ Attend FCCLA State Leadership Conference (*March 25-27, Columbia*)

### **April 2007**

- ❑ Download Spring 2007 “News” from DESE website (*April 15*)
- ❑ Register for MoACTE and MoEFACS Summer In-service Conference and pay membership dues
- ❑ Order FCCLA items (pins, certificate, etc.) for end of the year activities
- ❑ Forms for National Leadership Meeting are due (*April 20*)
- ❑ LifeSmarts National Competition (*April 21, Orlando, FL*)
- ❑ Career focused supervisory visits

### **May 2007**

- ❑ Last date FCCLA dues accepted for 2007-2008 school year (*May 15*)
- ❑ Set up fall fund raiser for FCCLA (if applicable)
- ❑ Hold FCCLA end of the year activities for members
- ❑ Complete inventory and end-of-the-year school duties
- ❑ Complete program evaluation (found in Implementation Handbook)
- ❑ Develop program improvement and professional development plans
- ❑ Complete student evaluations
- ❑ Career focused teachers complete required student follow-up

### **June 2007**

- ❑ National Leadership Meeting payments due to state office (*June 15*)

### **July 2007**

- ❑ Attend FCCLA National Leadership Meeting (*July 8-12, Anaheim, CA*)
- ❑ Attend MoACTE and MoEFACS Summer In-service Conference (*July 23-26, Springfield*)
- ❑ National and State Membership Payment of dues for ACTE, MoACTE, MoEFACS (*July 1 – June 30 membership year*)